

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

PLANS EXAMINER

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Plans Examiner is the second level in a five level Plans Examiner series. Incumbents are responsible for providing customer service for front counter activities, performing minor and routine plan checks, and performing combination plan reviews and structural engineering reviews.

The Plans Examiner is distinguished from the Associate Plans Examiner by its responsibility for performing combination plan reviews and structural engineering reviews. The Plans Examiner is distinguished from the Senior Plans Examiner, which is responsible, as lead worker, for making work assignments, overseeing the work of other Plans Examiners, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)	<u>FRE-QUENCY</u>
1. Reviews plans, specifications, and engineering calculations for compliance with applicable building, plumbing, mechanical, and electrical codes.	Daily 45%
2. Provides assistance at the public counter, which includes: responding to inquiries; determining permitting fees; communicating permitting processes; and/or, performing other related activities.	Daily 20%
3. Issues permits for proposed construction projects.	Daily 10%
4. Addresses field inspection staff questions regarding field construction situations and possible remedies.	Weekly 5%
5. Performs a variety of administrative activities in support of division operations and activities, which may include: attending field inspections of first production of new tract homes; consulting with internal departments regarding code interpretations and plan review issues; responding to code interpretation issues; and/or, performing other related activities.	Weekly 5%

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Deleted: May serve as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods.¶
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g.	Performs other duties of a similar nature or level.	As Required	Deleted: 8
Training and Experience (positions in this class typically require): <ul style="list-style-type: none">Bachelor's Degree in Architecture, Architectural Drafting, Construction Technology, Engineering, Engineering Technology, or related field. OR <ul style="list-style-type: none">Two years of experience in construction inspection <u>or plan review</u> of new single-family dwellings <u>with the City of Fresno or another jurisdiction.</u> OR <ul style="list-style-type: none">One year of experience in construction inspection <u>or plan review</u> of new single-family dwellings <u>with the City of Fresno or another jurisdiction</u> and ICC certification as a Plans Examiner or Building Inspector for architectural specialty, or IA EI/ICC certification as an Electrical Inspector for electrical specialty, or IAMPO/ICC certification as a Plumbing Inspector for plumbing specialty; OR <ul style="list-style-type: none"><u>Associates Degree in</u> Architecture, Architectural Drafting, Construction Technology, Engineering, Engineering Technology, or related field and two years of experience in construction, architectural or mechanical drafting are required. An additional year of qualifying experience may be substituted for the twenty-four units of course work. OR <ul style="list-style-type: none">An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.			<div>Deleted: and one year of experience as a City of Fresno Associate Plans Examiner;</div> <div>Deleted: with the City of Fresno;</div> <div>Formatted: Font: Rockwell, 11 pt</div> <div>Formatted: Font: Rockwell, 11 pt</div> <div>Deleted: BO</div> <div>Deleted: BO</div> <div>Deleted: BO</div> <div>Deleted: completion of twenty-four semester units of college level course work in</div>
Licensing Requirements (positions in this class typically require): <ul style="list-style-type: none">Basic Class C License <ul style="list-style-type: none">Must acquire and maintain certification in related field by IAMPO, ICC, IA EI or recognized association, during the first two years of employment.			<div>Deleted: <#>¶</div> <div>Deleted: <#>ICC Plans Examination Certification ; or, Registration as a Professional Engineer (PE) in the State of California; or, Licensure as an Architect in the State of California.¶</div>

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Knowledge (position requirements at entry):

Knowledge of:

- Customer service policies, principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Structural engineering principles;
- Architecture principles;
- Electrical, mechanical, and plumbing systems associated with buildings and structures;
- Building and construction trades, methods, principles, practices and techniques;
- Mathematical concepts;
- Principles, policies, practices and operations in assigned area of responsibility;

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Providing customer services
- Preparing and performing mathematical calculations
- Reading and interpreting building plans, blueprints, drawings, and/or other technical documents;
- Mediating difficult and hostile situations and individuals;
- Conducting technical inspections, including field inspections;
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007